

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	AMENDED Staff Counsel
<b>Position #:</b>	051-720-5778-XXX
<b>Salary Range</b>	\$4674 - \$7828
<b>Issue Date:</b>	January 12, 2009
<b>Contact:</b>	Rick Chivaro (916) 445-6854
<b>Location:</b>	Executive Office 300 Capitol Mall, 18 <sup>th</sup> Floor Sacramento, CA 95816
<b>Final Filing Date:</b>	Statewide Open until filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

#### Scope of the Position:

With general direction provided by the Chief, Legal Counsel, perform professional legal work for the State Controller's mandated fiscal programs, State Boards and Commission, and/or employment related cases.

Specific duties include but will not be limited to the following:

#### Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Provide legal advice, services, and/or legal opinions to the Chief Counsel and/or senior program administrators for six internal divisions: Accounting and Reporting; Administration and Disbursements; Audits; Unclaimed Property; Information Systems; and Payroll/Personnel Services.
- Perform legal research for a full range of Office programs related to the State Controller's responsibilities as a member of seventy-two special boards and commissions.
- Travel to and from court appearances, between Office locations, and to attend designated committee meetings/hearings.
- Prepare cases for hearings involving sensitive and frequently complex valuation issues related to tax programs administered by the Office of the State Controller.
- Represent the State Controller before Boards, Commissions, Legislative Committees, and hearing officers for a variety of fiscal issues.
- Meet and confer with legal staff from state departments and local governments to seek resolution of problems of common interest.
- Assist with preparation of cases, which may result in litigation before Administrative Law Judges, or Superior and Appellate Courts.
- Develop alternate language for proposed legislation affecting Office programs.
- Speak before Legislative Committees relative to the State Controller's legal position on a variety of statewide fiscal issues.

#### Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

#### Submit a Std.678 State Application and Resume to:

State Controller's Office  
Human Resources Office  
ATTN: Sally Lim  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814